

C.I.G. Administrative Instructions



1 of 1

CONFIDENTIAL

File.

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

13 January 1948

SUBJECT: Domestic Telegrams - Change in Rates
and Procedures

1. The FCC regulations giving the U. S. Government preferential rates and priority over commercial traffic when using domestic commercial telegraph facilities have been recently changed. As a result, the cost for domestic commercial telegrams has been increased 20%, making it the same as the full commercial rate. Likewise the old ruling that Government domestic telegrams were handled ahead of all other traffic has been changed. Government domestic telegrams will be handled in their normal sequence with other traffic unless the originator indicates a specific request for special priority handling.

2. Originators of Government domestic commercial telegrams are cautioned that if a telegram requires special handling, the precedence PRIORITY or URGENT must be checked if a cable form is used; and that the words "PRIORITY" or "URGENT" must be typed on a Western Union telegraph blank.

3. Upon receipt of domestic telegrams marked PRIORITY or URGENT, the Communications Division Signal Center will include the proper precedence symbol on the message and pass to the Western Union Company for transmission.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Executive for
Administration and Management

DISTRIBUTION: A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

DISTRIBUTION: A

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Executive Director

FROM : Assistant Director for Collection and Dissemination

SUBJECT: Comments on CIG Administrative Order [REDACTED]

DATE: 7 October 1946

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1. CIG Administrative Order [REDACTED] has been studied by the Office of Collection and Dissemination. Comments and recommendations are as follows:

a. Paragraph 5. CIG Address. When the Message Center for handling intelligence and intelligence information is set up in the South Building, it would seem desirable to have all intelligence material addressed to that office. If this type of material is directed to the address given in paragraph 5, it means extra handling which would delay operations. It is recommended that intelligence material be addressed in care of the Message Center at 25th and E Streets, N. W. *NO*

b. Paragraph 6 a (5). The function of assigning a security classification is one which Central Registry personnel would not be qualified to do, and could not legally do since the security classification must be assigned by the originating office. Recommend that this paragraph be revised to read: "Refer to the Security Division, P & A, for appropriate action, any received material which appears to be overclassified." *NO*

c. Paragraph 6 b (2)(1). This paragraph assigns to Distribution Unit personnel the function of assigning deadlines for correspondence. This is considered incorrect, since it would charge Distribution Unit personnel with an executive function. Instead, procedure should be as follows:

- (1) Correspondence addressed to the Director or to the Executive Office should be acted upon in accordance with a deadline to be established by the Executive Office. *Establish follow up system*
- (2) Correspondence addressed to other offices of CIG should be handled by those offices in accordance with their own deadlines. *NO*

d. Section III - OUTGOING MATERIAL OTHER THAN INTELLIGENCE REPORTS.

The procedure required by Paragraphs 9, 10 and 11 would seriously impede intelligence operations if literally applied to intelligence operating instructions, requests for intelligence information, and similar papers. These will go out daily in large volume, and should move at high speed. Therefore, the intelligence operating instructions and similar papers should be exempt from the delaying provisions of Section III. The operating offices themselves should maintain temporary records of the papers by which they carry out their own operations. It is recommended that the heading be revised to read: "OUTGOING MATERIAL, OTHER THAN INTELLIGENCE MATERIAL, INTELLIGENCE OPERATING INSTRUCTIONS, REQUESTS FOR INTELLIGENCE INFORMATION, AND SIMILAR PAPERS." *no change until experience warrants.*

e. The objections outlined in paragraph c, above, do not apply to paragraphs 12, 13 and 14 of Section III. Therefore, it is recommended that those three paragraphs be grouped under a new Section IV, entitled: "INTEROFFICE MATERIAL." Later Sections would have to be renumbered accordingly.

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f. Paragraph 15 a (5). The comment under paragraph b, above, applies identically to this paragraph also.

g. Paragraph 15 b (3). This paragraph is inconsistent with the statement of functions and the operating procedure being set up for the Office of Collection and Dissemination. The determination of distribution to be made of intelligence materials is the principal dissemination function. This function is to be accomplished by the Reading Center of the Office of Collection and Dissemination. It is recommended that paragraph (3) be revised to read as follows: "Refers the document to the Reading Center of the Office of Collection and Dissemination, which will review the document and issue a Distribution Order, prescribing the distribution to be made and the number of copies to be reproduced for that purpose. After receiving this Distribution Order the Distribution Unit personnel will be responsible for carrying out its provisions. Distribution Unit personnel will note, in the space provided for the purpose on CIG File Card Form 35-2, the distribution which the material is to receive within CIG."

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2. This entire Administrative Order should be thoroughly checked against the New CIG Security Regulations, to insure that there are no conflicting provisions in the two directives.

OK
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Captain, U. S. N.
Acting Assistant Director
for Collection and Dissemination

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Assistant Executive Director

7 October 1946

Assistant Director for Collection and Dissemination

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